

NORMAL COMMUNITY WEST HIGH SCHOOL

Counseling Department: Requesting an Electronic Transcript

For transcripts that are sent electronically through either Parchment. Fees through Parchment are **free for current students.**

Note: *If you are changing/adding a course or took a class over the summer, make sure your transcript is complete and correct before you submit a request through Parchment. Transcripts are sent within 48 hours of the request.*

To have transcripts sent, simply follow the steps below:

1. Register

- Go to www.parchment.com and enter your school name.
- Initial setup: **Create an account for a new learner (“New Learner”)**
- **Use your personal email (not your school email) as this Parchment account will continue when you graduate high school and your school email will expire.**
- Follow the registration process by entering the required information. When entering your name, enter your full, proper name as it would appear on your transcript or in school records. If you go by Jim and your name is James, register with James. If you have a hyphenated last name, like Harrison-Rose, use that if it appears that way on your transcript, report card, etc.
- On the page you will have the chance to “Opt In” or “Opt-Out” of the optional services. Be warned that if you do decide to opt in, your name will be sold to colleges, testing companies, and other entities that will solicit you.
- Complete the registration process by agreeing to the Parchment terms of service; you will then confirm your registration through an email sent to you by Parchment.
- You will then be sent to your homepage within Parchment and will need to enter your high school by clicking the “Start by adding a school or organization you attended” tab.
- Do a search for Normal Community West High School in IL
- The next registration page asks for additional info. Be sure to waive your right under FERPA.
- You’re done! Now you can request transcripts through Parchment.

2. Request a transcript

- Go to www.parchment.com and click on the **“Sign In” tab in the upper right hand corner to sign in with the email and password you registered with.**
- Click on the **“Order Your Transcript”** button on the left side of the page.
- Search for your institution(s) or the words “Common Application” by name or state, click on the school (or “Common Application”) to add it to your list of schools to send transcripts to OR select option to send transcript to your email.
- At this point, you can save and add another school to your request by clicking the “Add another institution” tab and following the same process or “Save & Continue” to finish your request. Once you have complete all of your requests for this session, click “Save & Continue” to finish the process, including acceptance of the user agreement.

TRANSCRIPTS TO THE NCAA, SCHOLARSHIP ORGANIZATIONS, INT'L SCHOOLS, ETC.

- Go to www.parchment.com and click on the "Sign In" tab in the upper right hand corner to sign in using the email and password you submitted when you registered.
- Many national organizations such as NCAA are included in the Academic Destinations available through Parchment so you can simply research for these similar to a college or university.
- If a destination is not available under Academic Destinations, click the tab to send a transcript to "Yourself or Another Individual." With this option, you can send transcripts via email or paper to anyone you wish.
- At this point, you can save and add another request by following the same process, or save and continue to finish your request. Once you have completed all of your requests for this session, click "Save & Continue" to finish the order.
- You will receive an confirmation email acknowledging your order and a follow-up when the transcript has been sent.

*******For questions, please contact Parchment's "Support" or "Contact Us" located on the bottom of each page.*******

Counseling Department: Requesting a Hard Copy Transcript

Submit the Records Release form (attached) with \$3 fee payment.

**If your student is not 18, the form must have a parent signature.

**If your student is 18 years old, they will need to sign for their records on their own.

Please fill out the form completely, including the name and address of where the records are to be sent. If you want a copy of an official transcript for yourself, please write **"self" or "pick-up" in the send record to area**. Keep in mind that if the seal of the envelope is broken, the transcript will no longer be official.

Unofficial transcript copies are available in the Counseling office for \$1.00.

For graduates and current students enrolled at Normal West: Academic transcripts and/or immunization records may be requested by completing the Records Release Form (attached) and dropping it off in guidance office or sending it to our Registrar at:

Normal West High School
Attention: Amber Rudge
501 Parkside Road
Normal, IL 61761

Direct Line: (309) 557-4968
Fax: (309) 557-4947